

Hartley<sup>♥</sup>

# Using a Calendar



## **TABLE OF CONTENTS**

1.0 PURPOSE/DESCRIPTION .....	1
2.0 RUNNING THE PROGRAM .....	1
3.0 USING THE TEACHER'S MENU .....	4
3.1 Change a Lesson .....	5
3.2 Change Lesson Names .....	11
3.3 Run Lessons .....	12
3.4 Check Student Results .....	12
3.4.1 See All Students .....	13
3.4.2 See Some Students .....	14
3.4.3 Student Summary .....	15
3.4.4 Delete Some Students.....	15
3.4.5 Delete All Students.....	15
3.4.6 Go Back to Menu.....	16
3.5 Print Lessons .....	16
4.0 INSTRUCTIONAL NOTES AND BEHAVIORAL OBJECTIVES.....	17
5.0 TROUBLESHOOTING .....	19

## 1.0 PURPOSE/DESCRIPTION

The purpose of this program is to help students learn to use a calendar.

The lessons are written at three levels of difficulty. Level 1 is divided into 10 lesson, which present basic facts about using a calendar. The content of each lesson builds upon the previous one. (Specific objectives for each lesson may be found in the back of this booklet.) The final lesson, labeled TEST, may be used as a review.

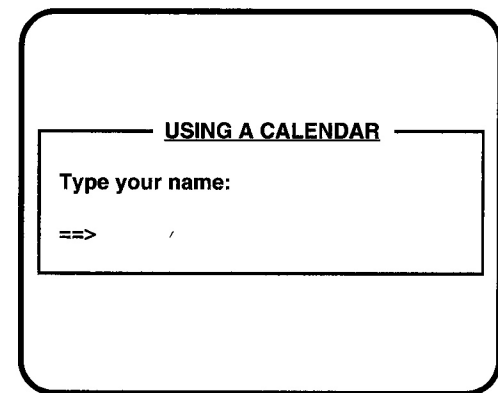
Level 2 presents more difficult questions and word problems which require the student to count and interpret information. There are 12 lessons at this level.

Finally, Level 3 contains an "Extra for Experts" lesson. It will be a challenge for your students!

## 2.0 RUNNING THE PROGRAM

This disk will boot on a 3.3 Disk Operating System. Put the disk in drive #1, close the door and turn on your computer. It will boot automatically.

You'll see a credits screen, followed by this frame:



The image shows a computer screen with a rounded rectangular border. At the top, the text **USING A CALENDAR** is centered. Below this, the text **Type your name:** is displayed. Underneath the prompt, there is a cursor (two horizontal lines) followed by a forward slash (/).

Type your name and press <RETURN>.

The menu of lessons on the disk will now appear:

Press <SPACE BAR> and <RETURN> to select desired lesson:	
[ 1 - CAL1 ]	13 - FEB2
2 - CAL2	14 - MAR2
3 - CAL3	15 - APR2
4 - CAL4	16 - MAY2
5 - CAL5	17 - JUN2
6 - CAL6	18 - JUL2
7 - CAL7	19 - AUG2
8 - CAL8	20 - SEP2
9 - CAL9	21 - OCT2
10 - CAL10	22 - NOV2
11 - TEST	23 - DEC2
12 - JAN2	24 - JAN3

Use the <SPACE BAR> to highlight the lesson you wish to run, and press <RETURN>.

You'll see an instruction frame, such as the one below:

<p align="center"><b><u>INSTRUCTIONS</u></b></p> <p>Questions in this lesson can be answered in one of four ways.</p> <p>Type the letter of the answer.</p> <p>Type the number.</p> <p>Type the abbreviation.</p> <p>Type the whole word.</p> <p><b>SPELLING AND PUNCTUATION ARE VERY IMPORTANT!</b></p> <p align="center">Press &lt;RETURN&gt;.</p>
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**NOTE:** This frame can be accessed at any time during a lesson by pressing <H>.

The next frame will display a calendar:

January 1990						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This is a page from a calendar.  
It shows all the days and dates  
in one month. What month?  
A. August      B. January

Press <RETURN>.

Questions will be asked which require the student to use the information given. Students will be given two chances to answer before the correct answer is shown. (This can be changed by the teacher—see "Using the TEACHER'S MENU" in this manual.)

The lessons will continue until all items have been shown (most lessons have 10 items). The lessons can be stopped at any time by pressing the <ESC> key when a response is called for.

A record-keeping frame will then appear, showing the student's progress on that lesson:

Lizzie	<Cal 1>
<div style="display: flex; justify-content: center; gap: 5px;"> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> <div style="width: 15px; height: 15px; background-color: black;"></div> </div>	
<p>You had 9 correct on the first try out of 10 problems attempted.</p>	
<p>GOOD JOB!</p>	



The student will be asked to press <RETURN> to go back to the "Type your name" frame. Another lesson may be selected or a new student may begin work.

### 3.0 USING THE TEACHER'S MENU

In addition to the lessons on the disk, there are also programs that allow the teacher to change things, print lessons or review student performance.

To reach the TEACHER'S MENU, type **MENU** instead of a name when this screen appears (NOTE: Caps lock key must be depressed):

**USING A CALENDAR**

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Type your name:

==> Menu \_

The following menu will be shown:

**Instructor Menu**

Do you want to:

- 1 - Change a lesson
- 2 - Change lesson names
- 3 - Run lessons
- 4 - Check Student Results
- 5 - Print lessons

Which?

Here's how to use each of the options.

### 3.1 Change a Lesson

Type **1** and press <RETURN>. The lesson menu will appear. Use the <SPACE BAR> to select the lesson you wish to change and press <RETURN>.

The computer will ask if you wish to add frames. Frames can be added and later modified, but never deleted. Answer **Y** or **N**.

**NOTE: This messages will only appear in the 3.5" version.**

If you choose to add frames, you'll be asked how many you wish to add. Type in the appropriate number and press <RETURN>. If you choose to modify existing frames, you'll go directly to the calendar screen, as in this example:

**August 1989**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Label: August 1989

If you wish to change the label, type the new information over the old and press <RETURN>.

If you wish to change the number of days in the month, type in your new number and press <RETURN>. The computer will accept **28**, **29**, **30** or **31**.

If you do not wish to make any changes to these items, simply press the <RETURN> key to move over them.

Next, you will be asked to select the day on which the month will begin:

August 1989						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Label: August 1989

# of days in month: 31

Select the appropriate number and type <RETURN>. The computer will show you the calendar, starting on the day you just selected:

August 1989						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OK? (Y/N) Y

Type **Y** if the calendar is correct. Type **N** if you want to go back and change anything.

Once you are happy with your calendar, you will go to the instruction frame:

<p>These are the current instructions for this lesson.</p> <p>1 Questions in this lesson can be</p> <p>2 answered in one of four ways.</p> <p>3 Type the letter of the answer.</p> <p>4 Type the number.</p> <p>5 Type the abbreviation.</p> <p>6 Type the whole word.</p> <p>7</p> <p>8 SPELLING AND PUNCTUATION ARE VERY</p> <p>9 IMPORTANT!</p> <p>Change instructions? (Y/N) <u>N</u></p>
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The computer will ask if you wish to change the instructions. Type **Y** or **N**.

**NOTE:** The student can access this frame any time during his or her lesson by pressing <H>.

After the instructions, the question frames will be shown.

August 1989						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

This is a page from a calendar. It shows all the days and dates in one month. What month?  
A. August B. January

Enter frame #1 stimulus. Type "END" when done.

Type new information right over the old. The first letter you type will erase the old line.

To put a blank in the question, use the @ key.

To leave a question unchanged, press <RETURN> without typing anything.

You can either go through all of the questions until you reach the end of the lesson or type the word **END** when you are finished editing. You will then go to the Design Options.

**DESIGN OPTION**

**Do you want the frames of this lesson presented to the student in random order or the same order in which you entered them?**

**ENTER 'R' OR 'S' ==>**

Be careful about changing this—some of the lessons are graduated in difficulty and should appear in sequential order only. However, it does offer flexibility, particularly for lessons you decide to change.

The next Design Option allows you to set the number of tries a student will get before the computer displays the answer:

**DESIGN OPTION**

**How many tries would you like to give the student before the correct answer is displayed?**

**Enter a number from 1 to 9 ==>**

The following Design Option lets you tailor the lesson to end if the student is experiencing too much difficulty with it:

**STUDENT SAFEGUARDS**

**If the student is doing poorly, the lesson will terminate if he or she has less than 0% correct on the first try.**

**(Enter a number from 1 to 49)**

This Design Option relates to the previous one:

**STUDENT SAFEGUARDS**

Even if the student is doing poorly, at least 15 frames will be presented before the lesson is terminated.

(Enter a number from 1 to 20)

You will need to have at least some frames presented. If you don't, the lesson will terminate on the first frame if there is an error.

You can also set the lesson to end if the student has achieved mastery:

**STUDENT SAFEGUARDS**

If a student is doing well, the lesson will terminate after 5 consecutive correct answers on the first try.

(Enter a number from 1 to 20)

If there is a variety of skills taught or reviewed in one lesson, you may want the student to complete all the work no matter how well he or she does on the first 10. If so, change the number to 20 or to the total number of frames in the lesson.

The final Design Option lets you control whether missed questions are repeated:

**DESIGN OPTION**

After the student has gone through all the frames in a lesson, do you want the questions he or she missed to be presented again?

Enter 'Y' or 'N' ==>

Next, you will be asked the all-important question: **Save this lesson? Y/N.** If you type **Y**, the lesson will be saved, complete with all of your changes. If you type **N**, the lesson will be saved in its original form—none of your changes will appear.

You'll return to the TEACHER'S MENU when the saving process has been completed.

### 3.2 Change Lesson Names

From the teacher's menu, type **2** and press **<RETURN>**. The menu of lessons will appear, with the cursor on the first lesson name. To change the name, just type the new one right over the old. Press **<RETURN>** without typing anything if you don't want to change that particular name. You'll move to the next name. Continue with this process until you have made all desired changes.

### 3.3 Run Lessons

From the teacher's menu, type **3** and press **<RETURN>**. This takes you to the "Type your name" frame, ready for a student to begin work.

### 3.4 Check Student Results

This file contains all of the student records. A maximum of 30 records can be stored at any one time. To reach it, type **4** at the Teacher's menu and press **<RETURN>**. You'll see this screen first:

**Student Planning**

Want to clear the file? (Y/N)  
(This will remove All student data.)

Type **Y** if you wish to completely erase all student files. (This is a quick way to clear the disk of all records, but be sure this is what you want to do—once gone, they're gone forever!) If you wish to see the results, type **N**. A screen similar to this one will appear:

**Student Planning**

You have 0 students in file.  
There is room for 30 more.

Do you want to:

- 1 - See all students
- 2 - See some students
- 3 - Student Summary
- 4 - Go back to menu

Which?

You will be told how many student records are on file and how many more can be added. You can select the following options.

#### 3.4.1 See All Students

To see all student records, type **1** and press **<RETURN>**. The computer will ask if you are using a printer. If you type **Y**, the records will be printed. If you type **N**, they will be displayed on the computer screen.

Each record will appear in the following manner:

**STUDENT: KIM**  
**LESSON : CAL 2 (91%)**

There are 11 questions in this lesson.

Student tried 11 problems and  
had 10 correct on first try.

<u>FRM#</u>	<u>INCORRECT</u>	<u>SHOULD BE</u>
02	C	Monday

Press **<RETURN>**.

Press **<RETURN>** to move to the next record. When all of the records have been shown, you will be asked if you wish to clear the file. Type **Y** to delete the file of records. Type **N** if you do not wish to clear the file. You'll return to the Student Planning Menu.

### 3.4.2 See Some Students

Type **2** at the Student Planning Menu to see only selected student records. This screen will appear:

**Student Planning**

Note the number to the left of  
the student(s) you wish to print  
or display.

Press <RETURN>.

Press <RETURN>. The list of students using the disk will appear next. Type the number (not the name) next to the student record you wish to see and press <RETURN>. The computer will ask if you wish to change your mind. If you still want that particular record, simply press <RETURN>. The computer is assuming a "yes" answer, so that is the default. If you don't want that record, type **N** and select another.

Continue selecting student records—the computer will keep a running tally. When you have finished, type **END** instead of another number. The computer will ask if you are using a printer. Depending on your answer, the records for those students you selected will either be printed or displayed on the screen.

After all of the information is displayed, you will be asked if you wish to clear the file. Respond as desired.

### 3.4.3 Student Summary

To see a quick summary of all student records, type **3** at the Student Planning Menu and press <RETURN>. Again, the computer will ask if you are using a printer. Depending on your answer, the student summary will be printed or displayed on the screen, as in this example:

STUDENT NAME	LESSON	1ST TRY
KIM	# 1	100%
KIM	# 2	90%
KIM	# 3	87%
KIM	# 4	90%
KIM	# 5	100%
KIM	# 6	83%
BOB	# 7	80%
KIM	# 8	100%
BOB	# 9	100%
KIM	#10	100%
BOB	#11	90%
KIM	#12	91%
KIM	#13	90%
KIM	#14	100%
KIM	#15	90%
BOB	#16	90%
KIM	#17	100%

E = <ESC> was pressed.  
+ Consistently right. Lesson terminated.

Press <RETURN>.

Press <RETURN> to go back to the Student Planning Menu.

### 3.4.4 Delete Some Students

To delete selected students, type **4** and press <RETURN>. The process for selecting students is the same as that described under "Section 3.4.2 See Some Students." The only difference, of course, is the computer will delete the records you select.

### 3.4.5 Delete All Students

To clear the disk of all student records, type **5** and press <RETURN>. The computer will ask if you wish to clear the file. If you type **Y**, all records will be erased. If you have changed your mind, type **N**.

### 3.4.6 Go Back to Menu

Typing **6** and pressing **<RETURN>** will take you back to the TEACHER'S MENU.

### 3.5 Print Lessons

The last option in the TEACHER'S MENU allows you to print the lesson content. You can then provide students with a hard copy to take home and study. Type **5** and press **<RETURN>**. This screen will appear:

This program is designed to provide you with a printout of your lessons.

The format should be suitable for most printers which have the ability to print both upper and lower case characters.

There may be some variations with other models.

Press **<RETURN>**.

You will be shown the menu of lessons and asked to select the lesson you wish to print.

Select the lesson:

==> 1 - CAL1	14 - MAR2
2 - CAL2	15 - APR2
3 - CAL3	16 - MAY2
4 - CAL4	17 - JUN2
5 - CAL5	18 - JUL2
6 - CAL6	19 - AUG2
7 - CAL7	20 - SEP2
8 - CAL8	21 - OCT2
9 - CAL9	22 - NOV2
10 - CAL10	23 - DEC2
11 - TEST	24 - JAN3
12 - JAN2	25 - Do all lessons
13 - FEB2	26 - Return to menu

Use the **<SPACE BAR>** to move the arrow until it is next to the lesson you wish to print and press **<RETURN>**. Select **25** to print all lessons, if desired, or **26** to return to the TEACHER'S MENU without printing anything.

If you have opted to print, the computer will ask for your printer slot number. It is usually 1 or 2, but if you're not sure, turn off the computer, lift the cover and check.

After typing in the slot number, the computer will ask for today's date. Press **<RETURN>** after typing the date and the printout will begin.

### 4.0 INSTRUCTIONAL NOTES AND BEHAVIORAL OBJECTIVES

There are 24 lessons on this disk, in three levels of difficulty. The first 10 lessons, CAL1 through CAL10, are in order of difficulty. TEST may be used to quickly review the content of the 10 beginning lessons or as a way to determine if a child needs to work on any of the Level 1 lessons.

#### Level 1

CAL1 (March): Given a picture of a calendar, the student will tell the month, the year and what day of the week a given date falls on (dates 1-10).

CAL2 (January): Given a picture of a calendar, the student will tell what day of the week a given date falls on (1-31) and the number of days in the month.

CAL3 (February): Given a picture of a calendar, the student will tell the number of days in the month, the day of the week a major holiday falls on, and if it is a leap year by the number of days shown.

CAL4 (April): Given a picture of a calendar, the student will tell the number of days in the month, the day of the week a major holiday falls on, and the number of any given day (e.g., number of Saturdays in the month).

CAL5 (July): The student will discriminate between DAY and DATE. Given a calendar, the student will give the DATE of selected DAYS.

CAL6 (September): Given a calendar, the student will determine either the DAY or the DATE as requested.

CAL7 (June): The student will be able to state the ordinal position of any day of the week.

CAL8 (November): The student will be able to state which week of the month a given DAY or DATE occurs.

CAL9 (May): By using a calendar, the student will be able to answer simple word problems requiring observation and counting days or weeks.

CAL10 (October): By using a calendar, the student will be able to answer simple word problems requiring observation and counting days or weeks.

TEST (December): This lesson is a review of Lessons CAL1-CAL10.

## **Level 2**

JAN2-DEC2 present a series of more difficult problems which require the student to "read" the calendar and answer questions. These lessons also provide many interesting facts about the months and their holidays.

## **Level 3**

JAN3 - Extras for Experts! This lesson includes the most difficult word problems. It will definitely challenge your students!

## **5.0 TROUBLESHOOTING**

Some common problems and possible solutions are discussed here. Every care has been taken to produce quality programs. If you are having technical difficulty with your disks, check here first. If these solutions do not solve the problem or seem applicable, call our toll-free number (1-800-247-1380). We will try to help!

**The disk crashes after running one lesson:** If this happens, you'll probably see an error message, like "ERR #4 - BREAK IN LINE 12248." Remove the write-protect tab! The program is designed to store the student name and score on the disk at the end of each lesson. A tab covering the notch on the disk will not allow the program to "write" on that disk. If you get this message, but there is no tab on the disk, the switch inside your drive may be faulty.

**I/O error (error #8):** The disk drive was physically unable to read the data on the disk. I/O errors can occur because the disk went through a magnetic field or static discharge, or was damaged in some other way. This error message may also mean that the drives need to be adjusted. Try using the disk on a different computer. If the same message appears, it is probably the disk and not the drive. Usually, we will need to replace the disk. Please call for an authorization number.

**The printer won't print:** The first thing to check is the printer slot number. Take off the cover of the computer and check the location of the printer card. It should be in slot 1 or 2. Go to the TEACHER'S MENU (by typing **MENU** when the "Type your name" frame appears) and choose "Print Lessons." Be sure to enter the correct slot number when requested. Also, refer to your printer manual to be sure your printer is set up properly.



**File full:** If 30 student records have been stored on the disk, the 31st student will be able to boot the disk and run a lesson, but will see a "FILE FULL: SEE YOUR TEACHER" message at the end of the lesson. You'll need to delete at least some of the current records. Go to the TEACHER'S MENU and select "Check Student Results." View or print the records and then delete some or all of them.

**"Change a lesson" does not work:** If you think you have changed a lesson, but when you run it, your changes are not there, you probably did not tell the computer to save your revised version. You must answer **Y** when the computer asks if you wish to save the changed lesson.

# Using a Calendar

Skill Level 1-5

Reading Level 1-3



This is a great way to teach a child how to read and interpret a calendar. **You will never find enough practice on this skill in your basal text.**

Each lesson presents a picture of a calendar. Information and questions are presented below the picture. The child is required to make simple date/day relationships, find holidays and use the calendar to solve simple word problems.

January 1983						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

It snowed every day in January except for the first Monday and the last two Thursdays. How many days did it snow?

Type answer: \_\_\_\_\_

The lessons are at three levels of difficulty:

Level 1 includes ten instructional/practice lessons on reading a calendar followed by a review lesson.

Level 2 includes lessons for each month of the year with simple word problems which require the student to use information which (s)he has learned.

Level 3 provides challenging word problems combined with interesting facts about special dates in American History.

The teacher may **MODIFY** any of the lessons or use the **CREATE** capability to write new lessons. The **CREATE** file allows a teacher to draw a calendar on the screen, highlight any date, and ask any number of questions.

The computer keeps track of student errors for later review by the teacher.

